

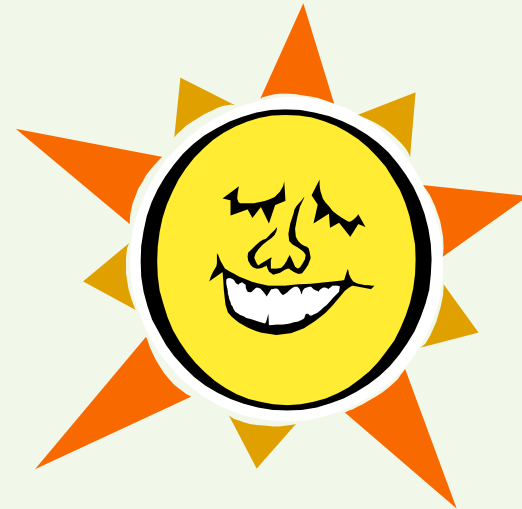
# HQ ACPERS

**GREAT SYSTEM!**

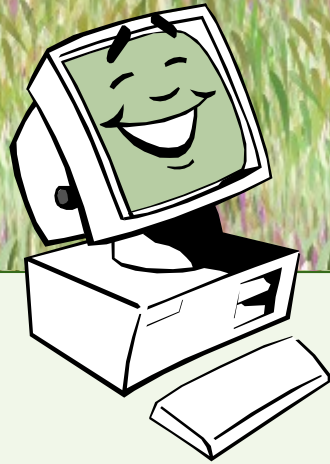
**PERNET User-ID**

**PERNET  
Password**

**PERNET Account  
Number**



**Note pages contain added  
information that is  
imperative to  
understanding HQ ACPERS**



# LOG ON

**PERNET Log On Screen:** Input **USER-ID / PASSWORD / ACCOUNT #**; press enter (note: easier if you use tab key)

**TPX Menu (next screen):** Place cursor on line for row that reads: **\_\_ AL2CIP3 PF ISC-H ACPR/PROD CICS**; press enter

**Next Screen:** Type **dqry** and press enter

**DQRY Screen:** Type your **USER\_ID** where it shows "Signon"; enter password

**Bulletin Board Screen:** Type 'List All (your USER-ID)' and press enter; e.g., **LIST ALL ALP6TYZ**

# **OVERVIEW**



**Contains info for AF,  
NAF, Local Nationals,  
and Non-Army  
serviced by Army  
CPAC's**

**Info obtained  
from Modern  
DCPDS**

**Does not contain CATS data**

# HQ ACPERS DICTIONARY

**Definition of what you are looking at**

**Field Format: Alpha, numeric,  
alphanumeric**

**Date Element (DE) Name**

**DIN**

**Field Table Number**

**Cleartext definition of codes**



# DICTIONARY EXAMPLE USING RNO

## RACE/NATIONAL ORIGIN

**Definition:** The basic racial and national origin category of an employee. Employees of mixed racial and/or national origin should be identified by the category with which they most closely associate themselves.

**Field Format:** 1 Alphanumeric    **DE NAME:** RNO    **DIN:** PA2

**Field Table Number:** 132

<u>Codes</u>	<u>Usage</u>	<u>Cleartext</u>
Blank		Not Applicable (non-US Citizen Outside of the US, not valid for OPM)
A		American Indian or Alaskan Native (not valid for Employees in Puerto Rico)
B		Asian or Pacific Islander (not valid for Employees in Puerto Rico or Hawaii)

# IMPORTANT KEYS TO KNOW

**F2 -- Returns to previous screen**

**F4 -- Saves query -- new or renamed**

**F9 -- Updates any changes to current query**

**F10 -- Validates query works and no errors**



# **TABLES**

**Civilian Extract Table: CPF-CIV-EXT-T**

**Employee Resident Information Table: CPS-EMP-POS-T**

**NAF Employee Table: CUA-NAF-EXT-T**

**Training Table: CET-EMP-TNG-T**

**Award Table: CSD-INC-AWD-T**



# **DATAQUERY EDITOR**

**Used to create a new query or  
make changes to a pre-existing  
query**

## **Statements**

**List - allows you to bring up directories**

**Find - locates specific records**

**Sort - arranges retrieved rows in a specific  
order**

**Print - produces report (to screen or hard  
copy)**

**When. . .Do - performs calculations**



# **FIND STATEMENTS**

**FIND ALL CPF-CIV-EXT-T WHERE ACT-IND = '1',  
'2' AND OCC-SER = '0301' AND CAR-PGM =  
'28'**

**FIND 25 CPF-CIV-EXT-T WHERE ACT-IND = '1',  
'2' AND PAY-GRD GTE '09' AND PAY-GRD LTE  
'11' AND PAY-PLN = 'G#'**

**FIND ALL CPS-EMP-POS-T WHERE ACT-IND =  
'1', '2' AND UIC = 'W4K5AA' AND CMD = 'TC'  
and RNO = 'B' AND SEX = 'F' AND PAY-GRD =  
'12' AND DTEFF LTE '19980930' AND DTEPE  
GTE '19980930'**

# **SORT STATEMENT**

**FOLLOWS FIND STATEMENT**

**OPTIONAL**

**PLACE COLUMN NAMES IN MAJOR TO MINOR  
SEQUENCE**

## **SORT BY (SEX) (RNO)**

**TOTAL FOR RNO A:  
64**

**TOTAL FOR RNO B:  
111**

**TOTAL FOR SEX F: 175**

## **SORT BY (RNO) (SEX)**

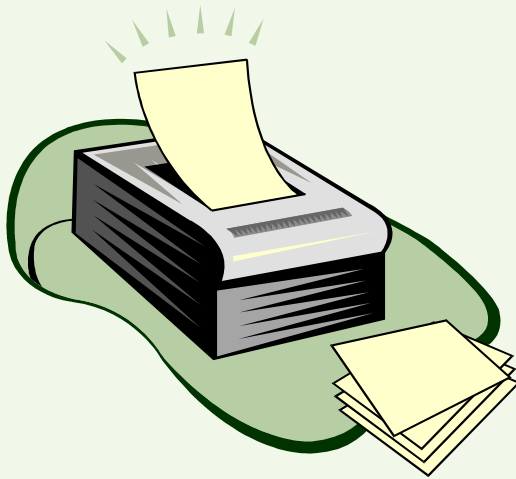
**TOTAL M: 4**

**TOTAL FOR RNO A:  
4**

**TOTAL FOR M:  
11**

**TOTAL FOR F:  
26**

# **PRINT STATEMENT**



**Determines what will appear on  
report**

**Mandatory**

**One print statement per query**

**Goes after SORT statement**

**PRINT EMP-NAM SSN PAY-PLN PAY-GRD**

**PRINT TITLE 'GS 9-12 BREAK-OUT FOR W3YTAA AS OF FEB 00'**

# **WHEN...DO STATEMENTS**

**Performs calculations for final total**

**The last data query statement**

**Allowed multiple 'DO' statements; only 1  
'WHEN FINISHED' statement**

**WHEN RNO BREAKS DO 'TOTAL FOR RNO &&:'  
CNT SSN**

**WHEN SEX BREAKS**

**DO 'TOTAL FOR SEX &&:' CNT SSN**

**DO PAGE BREAK**

**WHEN FINISHED DO 'TOTAL FOR TRADOC &&:'  
CNT SSN**

# FINAL QUERY

**DATAQUERY: EDITOR**

**NAME: TC-EEO-GS13+      TYPE: QUERY      STATUS:**  
**PUBLIC**

**DESCRIPTION: TRADOC 13'S +**

**=====**

**01 \*/PEGGY TIGHE DSN #680-5258/\***

**02 \*/BRIEFING INFO - GS 13+/\***

**03 FIND ALL CPF-CIV-EXT-T WHERE ACT-IND = '1', '2' AND  
CMD = 'TC'**

**04 AND PAY-PLN = 'G#' AND PAY-GRD GTE '13'**

**05 SORT BY (SEX) (RNO)**

**06 PRINT TITLE 'GS 13'S+ FOR TRADOC AS OF 20 JUN 00'**

**07 WHEN RNO BREAKS DO 'TOTAL FOR RNO &&:' CNT SSN**

**08 WHEN SEX BREAKS DO 'TOTAL FOR SEX &&:' CNT SSN**

**09 WHEN FINISHED DO 'TOTAL FOR TRADOC &&:' CNT SSN**

# SAMPLE

## GS 13'S+ FOR TRADOC AS OF 20 JUN 00

**TOTAL FOR RNO A: 4**

**TOTAL FOR RNO B: 8**

**TOTAL FOR RNO C: 19**

**TOTAL FOR SEX F: 31**

**TOTAL FOR RNO E: 25**

**TOTAL FOR SEX M: 25**

**TOTAL FOR TRADOC:  
56**

# USE OF DATES

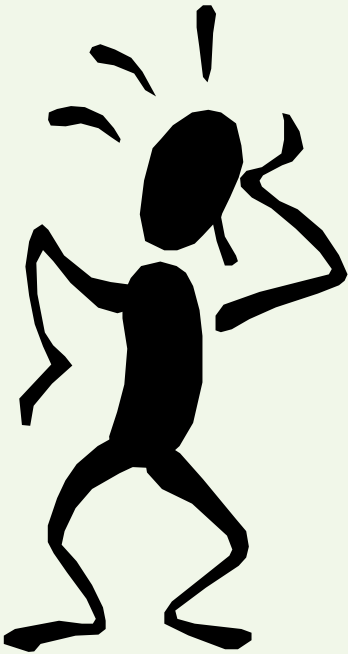
**\* Recommend using 8 digit dates with corresponding data element name**



**\* Dates remain same for work force profile type data since you are capturing a 'moment in time'**

**\* Dates are different for awards, training, promotions, etc., because those are actions taking place throughout the year**

# RELATING TABLES



**Use only when information you need is not in one table**

**Must have same column name in both tables (SSN, CPCN, etc.)**

**Works like a switch -- system always refers to the table that was named last**



# **RELATING TABLES (Cont'd)**

**Query with simple 'related by':**

**FIND ALL CET-EMP-TNG-T WHERE CMD = 'TC' AND CCPO-ID  
= 'AR' AND TNGBGN GTE '19991001' AND TNGEND LTE  
'20000930' RELATED BY SSN TO CPF-CIV-EXT-T**

**SORT BY CPF-CIV-EXT-T (SEX) (RNO)**

**PRINT TITLE 'TRAINING DATA FOR FY 00'**

**SEX RNO EMP-NAM PAY-PLN PAY-GRD**

**CET-EMP-TNG-T CRS-TTL TNGBGN TNGEND**

**WHEN CPF-CIV-EXT-T RNO BREAKS DO 'TOTAL FOR RNO  
&&:' CNT SSN**

**WHEN SEX BREAKS DO 'TOTAL FOR SEX &&:' CNT SSN**

# OBTAINING DATA

**Immediate Response**

**File Transfer Protocol  
(FTP)**

**Transfer to Access**



# IMMEDIATE RESPONSE

**From query screen, press F3 (Execute)**

**From 'online execution' screen, press F3 (Execute); no need to change any items**

**Once query begins counting (will go to 00010), wait until it finishes and goes to 'data selection status' screen. Need to press F4 continuously after each cycle of counting (always stops at 00010) until data appears on the screen**

**Press F8 to scroll forward thru screens; F7 to scroll backward (top to bottom of data)**

**Press F11 to scroll left thru screens; F12 to scroll right (sideways); only need if you have lengthy fields**

# FILE TRANSFER PROTOCOL (FTP)

From query screen, press Home key to take you to top of panel. Type Sub and press enter; will be at Dataquery Batch Execution screen

Replace ***\$\$DQJCL*** with ***\$DQFTP***

Enter USERID on long blank line (across from 'For variable, enter name of output set')

Press F3 (Submit)

Enter USERID, account # (beginning with ZMD), and name (see note page)

Where it states 'enter USERID in place of logonID', put your USERID in the first 7 spaces, leave the period, and put a naming convention for your query in the designated number of spaces (leaving comma at the end)

Press F3 (Continue); will get a message that your query was submitted

**NOTE:** Important to leave all punctuation and parentheses in place

# **FTP (Cont'd)**

**Once query is submitted in HQ ACPERS, log into your FTP**

**Click on ASCII (instead of Binary); very important step!**

**Click on query name (shown under Remote System on right side) and then click on view**

**Brings up query in a text file (notepad); immediately save as a text document since system is timed (5 minutes)**

# TRANSFER TO ACCESS

Uses FTP to allow you to transfer files to Access

Type SUB to go to Batch Execution screen

Replace ***\$\$DQJCL*** with ***\$EXPJCL***

Place ***'x'*** on line 'Variable comma separated'

Enter USERID on blank line

Press F3 (Submit)

Fill in appropriate information and press F3

Prepare text file IAW instructions on note page



# **TRANSFER TO ACCESS (Cont'd)**

**Open your Access (2000 version) program**

**Click on 'Blank Database' and OK. When box comes up, type in a file name and click on Create. Defaults to 'Create Table in Design View'**

**Click on file, get external data, and import**

**Locate and highlight your text file; will need to change file type from 'Microsoft Access' to 'Text Files' in order to locate file**

**Click on "Import"**

**See note page for using the Import Wizard**

# LOGGING OFF SYSTEM

**Press Home Key**

**Type OFF; press enter**

**Type LOGOFF; press enter**

**Type /k when last screen comes up; press enter**

